Instructions to the user:

Go to https://listserv.gsa.gov/cgi-bin/wa.exe?GETPW1

There you will see a Register LISTSERV Password dialog (first image). Enter your email address andrew.tran@washpost.com in the email box and enter a password for yourself in the password box and again for verification. Listserv will email a confirmation link to your email address which you must click to confirm. This is how Listserv connects the web account to your email address.

Once you have confirmed your password registration:

Go to https://listserv.gsa.gov/cgi-bin/wa.exe?LOGON

There you will see a login box, enter your email address (andrew.tran@washpost.com) as the username and the password which you just set for yourself as the password.

When you login you will see a page like the below, click the "Subscriber's Corner" link which I highlighted with the Red Box around it.
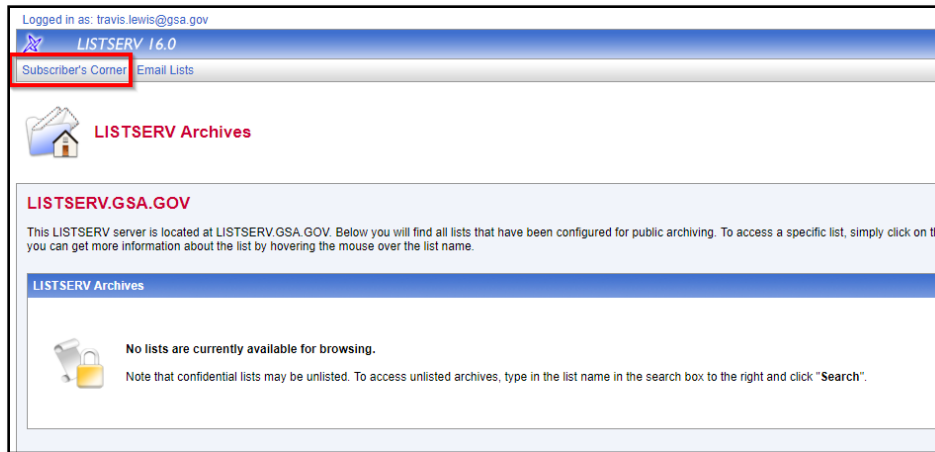
Once you enter the Subscriber's Corner you will see the GSA Listserv Lists to which you are subscribed, under your andrew.tran@washpost.com email address.

You should see GSA-2018-001014 and GSA-2018-001014-Public Lists which correspond to the AI and AIPublic lists repectively, which are links to the archives for those lists for this FOIA request.
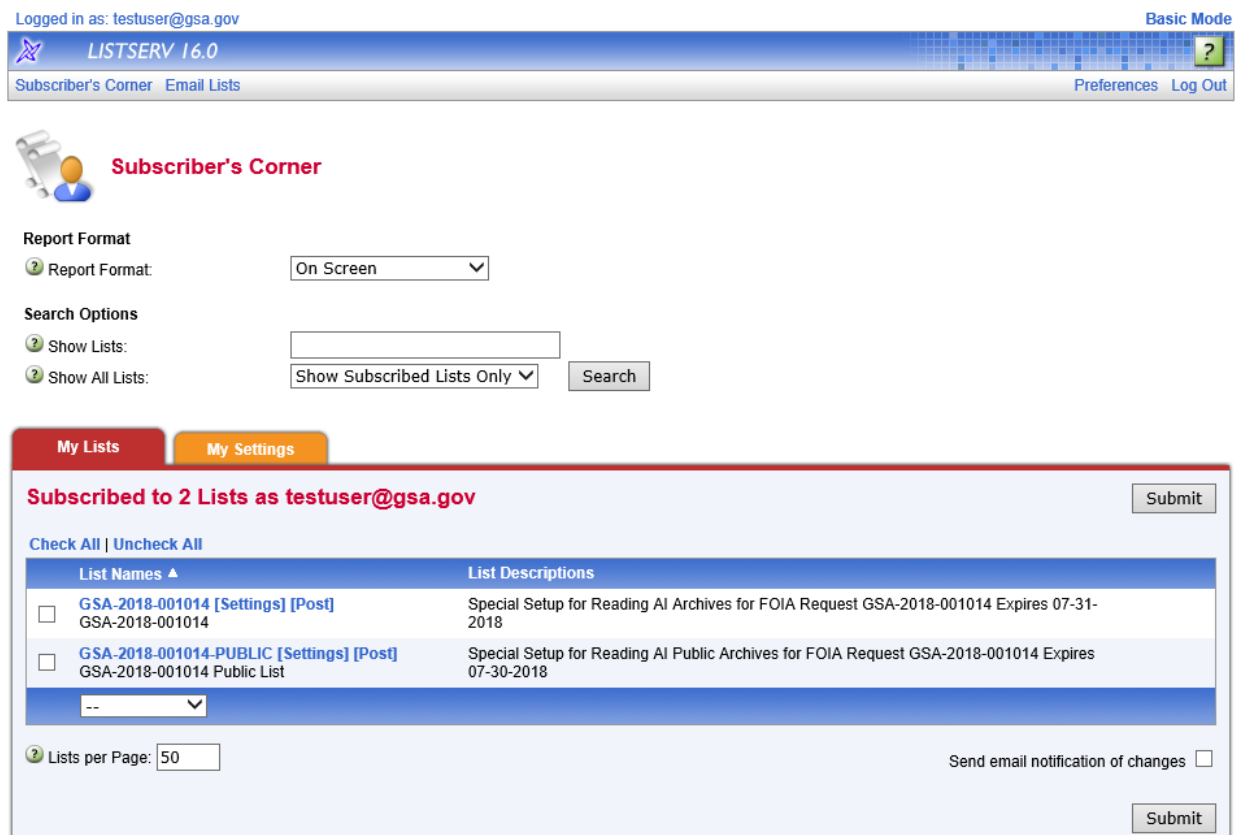
Click one of the links that corresponds to one of the lists, for example GSA-2018-001014. Once you do that you will see a list of the available months of list archives. Click a month to see all the posts for that month.

When you click a month, you will be shown a list of posts, sorted by Subject. If you wish to re-sort by date, just click the Date Header and the archive will re-sort. You may search the archive by using the Search box on the far right.

Use the back button on the browser to go back.

Although there is a link to post to the list, posting is disabled for this list as its only purpose is to allow you to read the list archives.

Note: Due to mandated security settings, the site times out every 30-minutes and you are prompted that your "authentication ticket expired" Just re-enter your credentials to log in again.

If you have technical questions about the Listserv web interface, you may contact mark.kaprow@gsa.gov for assistance.